



COMDTINST 1001.37

DEC 21 1993

COMMANDANT INSTRUCTION 1001.37

SUBJ: PROCEDURES FOR SUBMITTING AND PROCESSING REQUESTS FOR RESERVE TRANSITION BENEFITS (RTB)

1. PURPOSE. This instruction outlines procedures for submitting and processing requests for members and former members of the Selected Reserve (SELRES) who are eligible to receive Reserve Transition Benefits (RTB) due to force reduction.
2. ACTION: District commanders and servicing PERSRUs/RPERSRUs, Reserve Management Support Activities (RMSAs), Reserve Group Commanders, and Reserve Unit Commanding Officers shall comply with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. The contents of this Instruction will be incorporated into future changes to the Reserve Administration and Training Manual, COMDTINST M1001.27 (series).
4. BACKGROUND. The changing national defense climate is the impetus for downsizing and has resulted in large reductions in active duty and Reserve forces. Congress recognized the impact of the reductions on Reserve members and mandated that affected members be aided in the transition. The Reserve Transition Benefits (RTB) program provides benefits for DoD reservists as established by Title XLIV, Subtitle B of Public Law 102-484 of 23 October 1992, the "National Defense Authorization Act for Fiscal Year 1993." The FY94 DoD Authorization Act extends these benefits to members and former members of the Coast Guard Reserve who are involuntarily

(cont'd) transferred, separated, discharged, or retired from the SELRES due to downsizing. The transition period for eligibility for members of the Coast Guard Reserve extends from 1 October 1991 to 30 September 1999.

5. OBJECTIVES. The RTB program is designed to ensure that SELRES members (officers and enlisted), who are involuntarily separated, discharged, transferred, or retired during the period of force drawdown are treated fairly and equitably by providing certain benefits and compensation for dedicated service to their country.
6. DISCUSSION. ALDIST 323/93 disseminated the Coast Guard's plan to reduce the SELRES to 8,000 members. ALDIST 345/93 contained the Coast Guard RTB Implementing Regulations approved by the Commandant. It described the primary eligibility criteria and the various benefits available to qualifying members and former members of the Coast Guard Reserve. Although RTB payments to eligible members are authorized in the FY93 National Defense Authorization Act, actual payments are dependent upon available funding. Funding for the RTB program may not be available until FY95 or later, and payments (e.g., lump sum separation pay to members for 6 to 15 years of service), will be made retroactively to initial recipients.
7. RESPONSIBILITIES...
 - a. Commandant (G-PMP) shall:
 - (1) Review policy for compliance with law and regulations applicable to the RTB, as needed.
 - b. Commandant (G-RSM) shall:
 - (1) Act as program manager for the RTB program.
 - (2) Establish RTB eligibility criteria.
 - (3) Publish RTB policy through other CG directives and through "The Coast Guard Reservist" magazine.
 - (4) Maintain liaison with the Office of the Assistant Secretary of Defense and other program managers within the Armed Services to coordinate RTB policy.
 - (5) Coordinate identification of potential RTB candidates with the Pay and Personnel Center (PPC) and the districts (r).
 - (6) Notify members and former members of the SELRES by letter that they may be eligible to receive RTB, with the application form enclosed. The application

(cont'd) form will give the member the option to accept or decline RTB, and make a choice to transfer to the IRR, accept discharge, or request retirement, if applicable. The notification letter also shall include an explanation of the applicable RTB, and the formula for calculating RTB lump sum separation pay.

- (7) Establish a panel to receive applications (requests), compare creditable service to PMIS/JUMPS time in service for RTB eligibility, and take appropriate action as necessary (e.g., update PMIS/JUMPS and correct members' PDRs); approve those who meet the eligibility criteria.
 - (8) Issue 20 year letters to members requesting retirement awaiting retired pay at age 60 (RET-2) as authorized by Section 1331, Title 10 U.S.C., and issue 15-20 year notification letters to members who elect early qualification for retired pay at age 60.
 - (9) Notify eligible/noneligible member, PPC, and districts (r) of eligibility decisions. After funding is approved, provide payment authorization to PPC (until payment of RTB is automated). Report RTB status to PPC (ASD) no later than the 15th calendar day of each month.
 - (10) Establish a panel to process appeals from members and former members who are declared not eligible.
 - (11) Manage the distribution of Commissary Privilege Cards (CPCs) in support of the RTB program.
 - (12) Review and verify completed RET-2-ID card applicable forms (DD-1172), to ensure accuracy and consistency, and manage DEERS enrollment of Coast Guard Reserve members and their dependents.
 - (13) Develop and implement for district delivery, exportable training in the RTB program for Reserve unit counselors.
- c. Commandant (G-RS) shall:
- (1) Maintain liaison with Commandant (G-Pd-3) and PPC to ensure necessary program/system changes are appropriately implemented and incorporated into the PMIS/JUMPS manuals.

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- (2) Identify applicable report criteria with PPC, districts (r), and other staff elements as necessary.
 - (3) Publish articles in "The Coast Guard Reservist" magazine explaining the RTB program.
- d. Commandant (G-RSP) shall:
 - (1) Manage budget, funding, and force requirements.
 - (2) Reconcile Program Element Status (PES) reports.
 - (3) Upon availability of appropriations for the payment of RTB, provide funding authorization and accounting data to PPC.
- e. Commandant (G-RST) shall:
 - (1) Maintain and publish policy concerning professional growth points, transfers between SELRES and IRR, and other applicable needs of the Service. Approve or disapprove requests for waivers regarding transfers due to professional growth points.
- f. Commanding Officer, USCG Pay and Personnel Center (PPC) shall:
 - (1) Incorporate system changes in PMIS/JUMPS (e.g., establish object codes for RTB, set eligibility flags, etc), as required.
 - (2) Procedure and distribute the following required reports:
 - (a) Initial lists of members transferred from the SELRES to be sent to the districts;
 - (b) Bimonthly report of RTB payments cumulative by fiscal year to be sent to Commandant (G-RSP);
 - (c) Bimonthly report of RTB eligible members to be sent to Commandant (G-RSM);
 - (d) Bimonthly report of projected RTB payments to be sent to Commandant (G-RSP).
 - (3) Provide RTB and Reserve Montgomery GI Bill (MGIB) data to the Defense Manpower Data Center (DMDC), Monterey, CA.

- (4) Reestablish pay records of members who were previously removed from the SELRES and have become eligible for RTB payments.
 - (5) Based on funding approval letter from Commandant (G-RSP) and payment authorization letters received from Commandant (G-RSM):
 - (a) Pay members in order of date of receipt of member's response to the Commandant (G-RSM)'s RTB notification letter (until payment of RTB is automated).
 - (b) Report disbursements monthly to Commanding Office, Finance Center (FINCEN), chargeable to the accounting line provided by Commandant (G-RSP);
 - (c) Provide paid members with a Leave and Earnings Statement (LES) and IRS Form W-2.
 - (6) Recoup RTB payments as necessary from members who received RTB payments, and are subsequently returned to pay status.
- g. Districts (r) shall:
- (1) Verify and screen for RTB eligibility, members identified on the listing provided by PPC.
 - (2) Appropriately annotate the list provided by PPC (e.g., Transfer Reason Codes, MGIB Codes, etc.), of (members and former members transferred from the SELRES. Forward the original list to Commandant (G-RSM) with a copy to PPC.
 - (3) Respond to inquiries by providing information to Reserve Group Commanders, Reserve Unit Commanding Officers, and members as requested.
 - (4) Ensure the PDRs of eligible members who accept and receive the RTB include the appropriate documentation and annotations.
 - (5) Provide personnel support services to members and their dependents (e.g., issue CPC, and arrange for issuance of member and dependent ID cards, etc.
 - (6) Ensure MGIB codes are correct for members who are involuntarily separated, transferred, discharged, or retired. Prepare Personnel Action, action code P 230, element code 01 to change to "L" as applicable.

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- (7) Report to Commandant (G-RSM) and PPC, by the 28th calendar day of each month, the names of any reservists transferred, separated, discharged, or retired from the SELRES, subsequent to issuance of the initial PPC list of members transferred from the SELRES.
 - (8) Screen the PDRs of all members voluntarily or involuntarily recalled to pay status to determine if they have received RTB. Prior to issuing orders to the member for return to pay status, districts shall:
 - (a) Contact and advise member on recoupment policies.
 - (b) Include the following statement in the "remarks" section of the orders for all members who have previously received RTB payments:

"Records reflect Reserve Transition Benefits have been paid. By acceptance of these orders, member understands 75% of basic pay will be withheld until all benefits have been repaid in full."
 - (9) Schedule and coordinate district-wide RTB training sessions for designated Reserve unit counselors.
- h. Reserve Group Commanders/Reserve Unit Commanding Officers shall:
- (1) File copies of relevant RTB correspondence in the member's unit "field file."
 - (2) Maintain unit record of eligibility status of group/unit members.
 - (3) Designate a unit representative to assist members in resolving problems experienced in applying for RTB. Ensure unit representatives receive RTB training.
 - (4) Promptly provide district (r) with the names of members whose RTB eligibility should be terminated for reasons which may not be readily apparent to the district.
 - (5) Provide adequate forum to properly address questions and concerns of members affected. The forum should include but not be limited to the following:

- (a) Counsel affected members using an officer or senior enlisted person (e.g., CEA), who is understanding and sensitive to the members' situation and is able to clearly explain the RTB program and the members' options.
- (b) Conduct exit interviews with each eligible member to ensure the member understands the impact of the decision to accept or decline a RTB option.
- (c) Document counseling on Administrative Remarks (Form CG-3307), "Page 7" and send a copy to district (rs).

i. Eligible members and former members shall:

- (1) Become familiar with the entire contents of this Instruction and assume ultimate responsibility for understanding the options under the RTB program. Failure to receive Headquarters notification of RTB eligibility does not relieve the member of this responsibility.
- (2) Upon receipt of the initial RTB notification letter, respond to Commandant (G-RSM) via the chain of command as soon as possible, but within 1 year from the date of the notification letter. Members must indicate intentions to elect the Reserve Transition Benefits (RTB) by completing and returning the attached application form. Enclosure (2) is a sample application form. Member must also elect the change in status desired (e.g., transfer to IRR, discharge from the Service, or retirement). Returned forms must be signed and dated by the member.
- (3) Former members may apply by letter directly to Commandant (G-RSM), 2100 2nd Street, S.W., Washington, DC, 20593-0001.
- (4) Verify current PMIS/JUMPS name, address, SSN, etc., for accuracy and completeness on the accept/decline form letter by making corrections in the space provided.
- (5) Review payment, received (if any), Leave and Earnings Statement (LES), and IRS Form S-2 for accuracy. It is the member's responsibility to report any discrepancies as soon as possible to the Reserve unit.

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- (6) Address appeals to Commandant (G-RSM) via the chain of command, if the member desired to appeal a denial of RTB. Former members may address appeals by letter directly to Commandant (G-RSM) at the above address. All appeals should be submitted in writing within 30 days of receipt of the denial letter. Members or former members should include in their letter any statements, arguments, and relevant documentation to support the claim.
8. POINTS OF CONTACT. Questions should first be addressed at the unit level. If satisfactory results are not obtained by using the chain of command, members may write to Commandant (G-RSM-1), 2100 Second St., S.W., Washington, DC 20593-0001, or make contact by phone at (202) 267-2352 or 1-800-282-8724.

/s/ G. A. PENINGTON \
Chief, Office of Readiness and Reserve

Encl: (1) RTB Program Matrix
(2) RTB Election/Application Form
(3) RTB Application Process Flow Chart

Encl. (1) to COMDTINST 1001.37

COAST GUARD RESERVE TRANSITION BENEFITS PROGRAM

TRADITIONAL SELECTED RESERVISTS WITH:

TRANSITION BENEFITS FOR INVOLUNTARY SEPARATIONS FROM SELRES	1 to < 6 yrs Satis. Service	6 to < 15 yrs Satis. Service	15 to < 20 yrs Satis. Service	20 or > yrs Satis. Service
Reserve M.G.I.B. benefits to continue 10 yrs from date of eligibility	Y	Y	Y	Y
2 Year Exchange and limited Commissary Privileges	Y	Y	See Gray Area if elect Early Ret.	See Gray Area Benefits
Separation Pay (Lump Sum)	N	Y	N	N
Early Qualification for Retired pay at age 60	N	N	Y	N
Gray Area Benefits (Commissary, Exchange, Limited Space A, RCSBP, & MWR)	N	N	Y	Y
Annuity Payments for 5 years or until reaching age 60	N	N	N	N/A to USCG
Full Retirement Benefits and Pay	N	N	Y at age 60	Y at age 60

NOTE: This matrix is condensed from ALDIST 345/93 (USCG RTB Implementing Regulations).

Definitions: MGIB - Reserve Montgomery GI Bill
RCSBP - Reserve Component Survivor Benefit Plan
MWR - Morale, Welfare & Recreation

Coast Guard Reserve Transition Benefits Program

Encl. (2) to COMDTINST 1001.37

SAMPLE
RTB ELECTION/APPLICATION FORM

1611

date

From: BM3 R. T. Benefits 000 00 0000, USCGR _____
911 Rescue Circle _____
Anytown, LA 70100 _____

(Please make changes above)

To: Commandant (G-RSM)

Via: (1) Commanding Officer, RU _____
(2) Commander, _____ Coast Guard District (rs)

Subj: ELECTION/APPLICATION FOR RESERVE TRANSITION BENEFITS (RTB)

1. I hereby acknowledge receipt of notification of my potential eligibility to receive Reserve Transition Benefits. I understand that final approval to receive the benefits will be determined by Commandant (G-RSM). I also understand this is the only notification I will receive.

2. I am making my election regarding the Reserve Transition Benefits by initialing the appropriate space below:

(a) ____ I DO request to receive Reserve Transition Benefits, if I am found to be eligible.

(b) ____ I DO NOT want to receive Reserve Transition Benefits.

3. Although I have initially been placed in the IRR, I am now requesting to be placed in one of the following categories by initialing the appropriate space below:

(a) ____ I request to remain in the IRR.

(b) ____ I request to be discharged from the Coast Guard Reserve, if I meet all the requirements for discharge.

(c) ____ I request to be placed in a retired status awaiting pay at age 60 (RET-2), if I meet all the requirements for retirement.

Note: This paragraph does not apply to former members who already have been discharged or retired.

4. By signing below, I attest that I have read and fully understand the contents of the notification letter and this enclosure.

(Signature)

